Originator   *Updated March 17, 2020*

Project Development Section

Introduction

This section describes the process to add/update a section/subject of the Southwest Improvement Guidance (SWIG).

Process

Topics for the SWIG can be generated by any individual from any section within the Southwest Region as long as the topic meets the criteria for inclusion as described below. The section chief and/or supervisors sponsoring the topic can delegate staff to author new sections/subjects for the SWIG. Prior to writing a new section/subject, verify the topic meets the criteria by contacting the Program Controls Design Engineer for topics relating to the design phase and the Construction SWIG Review Team for topics relating to the construction phase. For all other topics, you may contact the Program Controls Design Engineer.

The following two criteria must be met for inclusion into the SWIG:

- Information in the manual must have a direct impact on how the Southwest Region delivers improvement projects.
- Information must contain Southwest Region-specific direction on how to perform certain tasks for the delivery of improvement projects. It is NOT to be used to summarize other department manuals.

Once approval is given by Program Controls, the author may proceed using the template provided.

The following explains the SWIG section/subject review and approval process.

- Author to send the draft to either the Program Controls Design Engineer or the SWIG Construction Review Team (based on content, see above).
- The draft will be assigned to either the Design SWIG Review Team or Construction SWIG Review Team for review. The author will be invited to the review meeting when their document is discussed.
- If only minor changes are identified, Program Controls will make the changes and send the revised document back to author.
- If more significant changes are identified, Program Controls will coordinate with the author to determine the best way to handle the changes.
- Once the changes are incorporated and the final draft is completed, the section/subject will go to the PDS/TSS Management Meeting for concurrence.
- Once concurrence is obtained, the document will be forwarded to the appropriate section chief(s) for final approval and inclusion into the SWIG.

At a minimum, each section is responsible to review the documents that they have authored on a yearly basis. If there are updates needed, the section will make the changes necessary and obtain approval.

References

Program Controls Design Engineer - Mike Rud, michael.rud@dot.wi.gov

Construction SWIG Review Team (see SWIG 8-95-5)

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Author	Date